



PLAN FOR PROVIDING RATION POINTS FOR USE IN FOOD DEMONSTRATIONS
GIVEN BY EXTENSION WORKERS

Purpose.

The plan arranged between the Office of Price Administration and the Federal Extension Service by which State and county extension workers may obtain ration coupons and sugar certificates for giving food demonstrations direct from local War Price and Ration Boards in return for checks issued on State Extension Service Ration Banking Accounts became fully effective on November 11, 1943, when amendments to Rationing Orders No. 3, Sugar; No. 13, Processed Foods; and No. 16, meats, Fats, and Oils, were published in the Federal Register. This plan includes provision for the transfer of ration coupons for meats-fats and processed foods and also of sugar certificates from extension workers to trained leaders and 4-H Club demonstration teams delegated by such workers to give food demonstrations in connection with adult and junior extension programs.

O.P.A. has notified all local War Price and Ration Boards of this plan, and authorized them to cash ration checks drawn on State extension service ration banking accounts, when such checks, properly endorsed, are presented by State and county extension workers.

Federal and State Extension Service Ration Banking Accounts Established.

A preliminary step was taken on October 25 when a ration banking account was set up in Washington for the Federal Extension Service. Ration checks drawn against this account were mailed to State directors of extension who had submitted estimates for the number of ration points for meats-fats and processed foods and the number of pounds of sugar required to cover the needs of State and county extension workers for the period October 1 to December 31, 1943, as requested by M. L. Wilson on September 1. With the ration checks went a circular letter from Director M. L. Wilson enclosing an outline of "Procedure for Establishing State Ration Banking Accounts and Issuing Ration Checks to State and County Extension Workers." This outline included both an interim procedure (section 7) for use until the amendments were printed, and the permanent procedure (section 8), which became effective on November 11.

Flexibility Insured by Quarterly Request for and Allocation of Ration Points.

Since the kind and number of food demonstrations in county and State extension programs varies from month to month and from year to year; and since the foods rationed, the available supplies of such foods, and the point values of individual foods within a ration group tend to vary in connection with a number of interacting factors, no rule-of-thumb allocation of ration points will provide satisfactorily for the needs of the different State programs over a lengthy period.

To provide for a flow of ration points^{1/} to State ration banking accounts in quantities sufficient to meet the needs of all extension workers who will be giving food demonstrations, the following steps are necessary at county, State, and Federal levels, respectively.

1/The term "ration points" will hereafter be used to cover pounds of sugar as well as points for meats-fats, and processed foods.

1. Early in December, March, June, and September of each year, each State and county extension worker who expects to give food demonstrations requiring ration points, should submit to the State extension service her best estimates of the total number of food demonstrations to be given during the coming quarter in adult and junior programs, by herself and by trained persons under her direction; and also of the kind and number of ration points needed to carry out such demonstrations; together with a record of points used and demonstrations given in the last full quarter preceding date of request. See suggested form: "Application by Extension Worker for Ration Points for Coming Quarter," on page 5.
2. The State extension director should delegate a person in close touch with the State foods and nutrition program, to receive, check, and tabulate these applications, and from this tabulation to prepare the "Request for Points for State Ration Banking Account for Coming Quarter." See form on page . The State request for points should be mailed to W. H. Conway, Chief, Division of Business Administration, Extension Service, Washington 25, D. C., in time to reach him on or before the 10th of December, 1943, and the 10th of March, June, September, and December, 1944, so that it may be included in the Federal tabulation referred to in the following paragraph.
3. On the 15th of each December, March, June, and September, the Federal Extension Service will transmit to O.P.A. a tabulation of the State requests, and will request an allocation of points to the Federal Ration Banking Account sufficient to carry on the Nation-wide extension program for the coming quarter.
4. O.P.A. will transfer to the Federal Extension Service's ration banking account ration checks as nearly as possible equal to the amounts requested, based on the State summaries. In acting on this request O.P.A. necessarily considers available supplies of the commodities involved as affected by a number of variable factors.
5. The Extension Service will then send ration checks to the respective State extension services, in accordance with their requests.
6. Each State Extension Service is thus enabled to send out ration checks to State and county extension workers whose applications for the coming quarter are on file.

Cashing Ration Checks, Using Coupons, Keeping Records

The following procedure will be observed by State and county workers in cashing ration checks drawn on the State extension service ration banking account:

1. Extension workers will present their ration checks to their local boards, provided such boards are authorized to issue ration coupons. If necessary the district O.P.A. offices can advise where the nearest board issuing such coupons is located.
2. The ration board will issue ration certificates in exchange for the endorsed ration checks. In turn the cashier will issue ration coupons

in exchange for the meats-fats and processed foods certificates. Sugar certificates will not be exchanged for coupons but may be presented directly to local merchants. The agent may ask the board for a number of sugar certificates of small denominations, if it is necessary to distribute these to local leaders. However, agents are asked to keep to a minimum the number of separate sugar certificates requested.

3. Ration coupons are issued in denominations of 1, 5, and 20 points. Since merchants can give change for coupons only if they have smaller coupons available, it is important to obtain plenty of coupons in the smaller denominations in order to turn over the exact number when purchasing from merchants or allocating coupons to local leaders authorized to give food demonstrations.
4. For use in their quarterly applications, extension workers should keep a record of meat-fat points, processed food points, and pounds of sugar allocated to adult and junior leaders and 4-H Club teams who are giving public food demonstrations, and of the number of demonstrations given by leaders in which these points are used.

Supplementary Information.

A lavish use of rationed food in food demonstrations would constitute a serious drain on the civilian supply and would lay both the O.P.A. and the Extension Service open to criticism. Ingenuity in economizing in the use of rationed foods from commercial stocks is practical patriotism.

Processed foods.

1. On the assumption that State requests for processed-food points were made on the basis of commercial point values, O.P.A. has granted one-half the number of points requested by the States for the October-December 1943 quarter. This makes it important for extension workers, whenever feasible, to purchase home-processed fruits and vegetables at low point values rather than commercially processed products, thus drawing on commercial stocks as lightly as possible. Quarterly applications should continue to be made on the basis of commercial point values.
2. It is further assumed that when the amounts of rationed food prepared in a demonstration are generous enough to furnish a meal for the group, as is the case in some all-day meetings, the rationed foods used will be contributed by the members.
3. Since O.P.A. regulations do not require that persons who sell small quantities of home-processed foods register as sellers, but do require them to demand ration points in return for products sold and to deposit these points with their local ration boards, a form has been authorized jointly by O.P.A. and the Extension Service by which the extension worker may transmit to her ration board, under frank, points paid to and signed for by the seller. See page 6, for this form.

Sugar.

The present use of sugar for making alcohol for war purposes, together with inadequate refining facilities and other conditions, makes it important to economize the sugar supply. O.P.A. has stipulated that sugar granted for food demonstrations must not be used in demonstrating fruit canning or other methods of fruit preservation. This is because products put up with sugar in such demonstrations normally become the property of some individual. It is therefore suggested that demonstrations be planned so that finished products preserved with sugar become the property of persons who provide the sugar.

Specific exception to the above ruling is made in cases where small amounts of sugar are used to demonstrate the making of candied fruit, and small samples are served.

E N D

Form For Transmitting Ration Coupons Under Frank
To Local War Price and Ration Boards

E X T E N S I O N S E R V I C E

United States Department of Agriculture and State Agricultural Colleges
Cooperating

To: Local War Price and Ration Board

Date

Address:

Enclosed find ration coupons for _____ quarts of home-processed fruits
and/or vegetables sold _____ to _____ for use in
Date Ext. worker's name
food demonstrations.

Transmitted by:

Date:

Signature of seller

Address:

Extension worker's signature, title
Address:

OPA and the USDA Extension Service jointly have authorized this form for transmitting direct to any local War Price and Ration Board, under frank, ration coupons transferred by extension workers for home-processed fruits and vegetables purchased to use in food demonstrations. Such coupons must reach the board on or before the 10th day of the month following the transfer. Execute in duplicate and give one copy to the seller as her record of sale.